ANNUAL REPORT
1999 - 2000

RARE BOOK AND MANUSCRIPT LIBRARY

The academic/fiscal year 2000 saw a number of changes in the Rare Book and Manuscript Library, including an increased number of users, several new staff members, the institution of new acquisitions procedures, and the installation of an upgraded electronic security system. A new program was begun at the Herbert H. Lehman Suite and a new fund-raising group had its initial meetings. A major grant was received from the National Endowment for the Humanities, as well as a smaller one from the New York Times Foundation, and several important gifts of books and manuscripts were added to the collections. Major steps were taken toward increasing the visibility of the library collections on the World Wide Web. In addition, we continued to serve our patrons, both onsite and off, achieving - we are proud to say - the highest "satisfaction" rating for all the libraries in the recent faculty-student survey.

Collection Use:

Almost all of the statistics from FY2000 indicate increased use of the collections. 4,543 on-site visits by readers to the Rare Book and Manuscript Library were recorded in FY2000, an increase of 11% over FY1999. Of these, 153 were from countries outside the United States, including 32 from England, 23 from Germany, 15 each from Canada, Japan and Russia, 12 from Italy, 11 from Australia, and 8 from France. Other countries represented included Peru, Hungary, Korea, Israel, Norway, Philippines, Haiti, Austria, and the Netherlands. On many days, twelve to fifteen readers were in the Manuscript Reading Room at the same time, filling every seat and expanding into the Rare Book Reading Room. 123 classroom sessions, tours, or lectures were held in RBML, attended by just over 1000 individuals, in contrast to 109 such sessions in FY1999. Charge and renewal figures were 132,324 and 40,508 respectively, for a total of 172,832. 2,567,979 manuscript items were used by readers and 9,106 books; in addition, 832,735 Bakhmeteff manuscripts circulated - a substantial increase over the previous year's total of 500,724 largely due to the efforts of the Bakhmeteff Curator, Tanya Chebotarev, to increase knowledge of this important collection. 706 reference inquiries were answered via mail and e-mail. Permissions were granted to 144 researchers or publishers for the use of material from the collections in published works,

films or videos. 83 boxes of archival materials and 7 books were retrieved for users from the interim offsite storage location. The heavier research use of the collections was underlined by a 30% increase in the number of photocopies made for researchers, a jump from 28,426 copies made in FY1999 to 37,533 copies in FY2000. All of these services were provided without additions to the staff and in spite of several vacant library positions and a shortage of student help.

Classes and Fellowships:

Classes held at the Rare Book and Manuscript Library included a semester long graduate course in Latin paleography, taught jointly by Consuelo Dutschke, Curator of Medieval and Renaissance Manuscripts and Carmela Franklin, Associate Professor of Classics. The class met every week, making use both of the rich collection of medieval manuscripts in RBML and the digitized images of manuscripts newly available through the Digital Scriptorium database. For the first time, the impressive collection of Smith Documents served as the training ground for a graduate class on medieval diplomatics taught by Professor Adam Kosto of the History Department. In the fall, Professors Elizabeth Blackmar and Michael Stanislawski brought in undergraduate history majors to introduce them to the use of primary sources. In the spring semester, students of Professor Mark Anderson of the German Department convened to study the development of the German book at the beginning of the twentieth century; Shawn-Marie Garrett, Theatre Department, Barnard College, brought her class for a viewing of video "Prepare for Saints" with special guest Steven Watson and a look at some of the original puppets made by Florine Stetheimer for the costumes of Gertrude Stein's "Four Saints In Three Acts"; Professor Christopher Baswell of Barnard held regular sessions on Middle English literature in the Chang Room; Professor Richard Wortman brought in a graduate class in Russian History to work with Bakhmeteff materials; and Judy Birsh, of Teachers College, brought in a class to examine items in the handwriting exhibition. Also, in the spring semester, the Lehman Suite, under the direction of its new Curator, Philip Napoli, played host to the Oral History Seminars, a series of History Department talks, four courses that met weekly, and sixteen Ph.D. defenses from all areas of the University.

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Exhibitions and Programs:

Claudia Funke, the Curator of Exhibitions, left the Rare Book and Manuscript Library in the spring of 1999. Her position, slightly redefined, was assumed by Jennifer B. Lee, who came to the Rare Book and Manuscript Library from the New York Public Library in October, 1999. The quasi-permanent exhibition of Library treasures that had been on display when Jennifer arrived was replaced in late November by a large exhibition in the Kempner Gallery entitled *"Take great Care and you'll Write fair": Four Centuries of American Handwriting.* Curated by Jane Siegel, this display of handwriting manuals, textbooks, writing aids, and mechanical devices designed to assist or improve penmanship drew heavily on the George Arthur Plimpton instructional book collection and was a major contribution to scholarship in a little studied area of pedagogical history. In January, E. Jennifer Monaghan, Professor of English at Brooklyn College and the author of several important books on early American literacy, gave the annual Book Arts lecture, *"First with Writing fall in Love": Masters and Students at Boston's Eighteenth-Century Writing Schools,* in conjunction with "*Take great Care and you'll Write fair."*

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which was in turn replaced in May by *New Acquistions*, a display of selected books and manuscripts acquired by the Rare Book and Manuscript Library in the last few years. A small exhibition in the Donors Room cases was devoted to Edgar Allan Poe.

Items from the collection were loaned for exhibition at the Bruce Museum of Arts and Science in Greenwich, Connecticut, the Brigham Young University Museum, the American Federation of Arts, the Equitable Gallery, Emory University, and the Center for British Art at Yale University, generating $2,139.76 in loan fees.

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Finally, in anticipation of an exhibition scheduled to open in the Wallach Gallery in Schermerhorn Hall on October 9, 2000 entitled *Architect of Dreams: The Theatrical Vision of Joseph Urban*, Gwynedd Cannan spent many hours preparing catalog copy and assisting in the selection and conservation of items from the Library's collection of Urban drawings, papers, photographs, and set models.

Collection Development:

The most important addition to the Rare Book and Manuscript Library collections in FY2000 was the Charles Crane donation to the Bakhmeteff Archive, a group of letters and papers generated by a philanthropist and diplomat who traveled extensively in Russia and the Far East in the years immediately preceding and following World War I. This collection, appraised at $185,000, contains important autographs and significant papers relating to diplomacy. Other items acquired for the Bakhmeteff Archive include a Tolstoy letter (appraised value, $7,000), a group of Eurasian family papers, and several small collections of photographs and correspondence.

Among the important donations to the general manuscript collections were 131 letters written by novelist Dawn Powell to her sisters and nieces; a 16th-century Arabic manuscript, 6 cartons of papers and correspondence of the composer Vladimir Ussachevsky; a group of Benjamin Cardozo papers; 15 miscellaneous English and American literary letters; the papers of novelist Herbert Tarr; documents from University Professor Fritz Stern relating to his book *Gold and Iron* and an extensive collection of documents about the legal status of papers created by U.S. presidents while in office compiled by the late Morris Schnapper. In sum, 553.5 linear feet of general manuscripts were added by gift to the library, 79.5 linear feet by purchase, and 54 linear feet by transfer from other collections.

Books donated include an incunable, *De regulis mandatorum* by Jean Gerson (1497); James Ussher's *An Answer to a Challenge made by a Jesuite in Ireland* (1624); a sixteenth-century French lawbook inscribed by John Jay; 16 books inscribed to Estelle Frankfurter relating to Maynard Keynes and Harold Laski; a library of modern poetry and drama gathered by and largely inscribed to the writers Rochelle Owens and George Economou; and many original editions of poetry printed by James Weil.

Other interesting acquisitions included 3 paintings by Lydia Gibson Minor associated with the Robert Minor papers, one large and lurid design for the cover of an Avon paperback edition of *I, Claudius* (ca. 1950); and, at the end of the year, 23 oil paintings of English literary figures supplementing the 32 similar paintings bequeathed to the Library in the 1950s by Mrs. George Arthur Plimpton. Three boxes of taped interviews with survivors of the Armenian genocide, along with preservation copies and transcripts, was donated by Dr. Adrian Parsegian.

173 books were purchased for the collections, including the first printed illustrated volume of Virgil (1502); a 1545 *Iliad* called "one of the handsomest books printed in Paris;" and the first edition of Edgar Allan Poe's *Tales of the Grotesque and Arabesque* (1840). 136 books were transferred from other divisions of the library. Among the letters and manuscripts added by purchase were two Sigmund Freud letters; a letter from English novelist Samuel Richardson to Lady Lizabeth Echlin; a Henry James letter; a group of Sigfried Sasson letters; three Boris Pasternak letters; and 16 letters from the early years of the twentieth century sent to Clifford Smythe, editor of *The New York Times Book Review*, by Columbia professor Brander Matthews.

In addition to the above, payments were made on the archives of the Chiswick Press; the papers of George Economou and Rochelle Owens; the Diana Trilling papers; and one new collection, the historical papers of the Williamson family - a group of significant letters, legal documents, corporate records, and related materials covering over one hundred years of New York history and dealing with such diverse topics as corporate espionage, slavery on the island of St. Croix, missionary work in China, and prison ships in the New York harbor during the Revolutionary War.

Preservation and Access:

2,630 monographs were cataloged in FY2000. The foci of this activity were the Parsons collection (1750 volumes of Scottish history and literature) and the James Kent Collection (1500 volumes of non-legal works from the library of Columbia's first Professor of Law). 425 items were added to the portraits/ephemera files and 360 serial issues incorporated into the Library collections along with 284 dealer/auction catalogs. 1,168 binding cases were made, comprising boxes for 355 rare items, 301 non-rare items and 512 portfolio binders. The in-house conservation lab performed 787 treatments on RBML material, using 1,213 hours of staff time (much of it on the documents for the diplomatics exhibition described above). An intern during the summer of 1999 completed a conservation survey of the shadow puppets and rehoused all of them in specially constructed, archivally sound boxes. In addition, a student worker treated red rot on 91 of the 130 volumes of Civil War clippings in the Townsend collection and measured them for boxes. A treatment plan was devised for the Joseph Urban stage models and a pilot project for rehousing them set up for the summer of 2000.

The archival collections benefited greatly from several staff changes and a grant received from the Gladys Krieble Delmas Foundation. The latter enabled Gwynedd Cannan to work with occasional students to reprocess, rehouse, and create machine readable finding aids for fifteen collections relating to the history of theater. She also completed the Tennessee Williams finding aid and is approximately two-thirds of the way through the task of processing the William Goldman papers.

The major step forward in the management of the manuscript collections came as a result of a refashioned program for the Herbert H. Lehman Suite and Papers. The appointment of a

new curator, Philip F. Napoli (see below) enabled Patrick Lawlor in January to take up a new position as Coordinator of Technical Services for the Manuscript department. Although he was only in his new position for six months of FY2000, Patrick was able to oversee the completion of a number of processing projects that had been left incomplete because of staff turnover. At least five major collections that had been only partly organized are now fully processed and five more have been begun. Among the former are Alexander Gumby, M. Moran Weston, Jane Howard, the Bureau of Applied Social Research Archives, Human Serve; the latter include the Mary Lasker papers and the Harrison Salisbury papers. (It is important to note that many of these were funded projects that had involved student help. Patrick Lawlor's presence in the Library means that an increased degree of supervision is possible.)

The major step forward has been our success in getting finding aids online. Patrick Lawlor has started the conversion from EAD Beta to EADV1. New and legacy finding aids continue to be published via the ProCite database in both EAD and HTML. 64 finding aids are now available to users via the World Wide Web.

Other programs in progress include the creation of new acquisition tracking documents and procedures and the development of inhouse processing manuals for manuscripts and books.

Digital Projects:

The Digital Scriptorium, one of Columbia's major contributions toward an international digital library, continues to thrive under the able guidance of Consuelo Dutschke, who served simultaneously as head of a TEI working group to develop a DTD for the SGML description of medieval manuscripts and executive editor of DS. Work on APIS, the Advanced Papyrological Information System, while not managed by the Rare Book and Manuscript Library, drew on the materials stored in the Rare Book stacks and consumed a considerable amount of staff and professional time.

Our hopes for timely exhibits online of RBML material were somewhat dashed by the complications in getting our gold stamped bindings exhibition mounted on the web. As of June 30, the permanent URL had not yet been assigned for this site and the exhibition, mounted in the Library in December of 1997, was still not available to the public. A short

version of the exhibit has been put up by Fathom.com with a promise that it will appear on their initial launch, but it too is unavailable for research at this point.

On the more positive side, images have been included in many of the EAD conformant finding aids (see above). Staff members are currently working on revising the RBML webpage, allowing our users access to information and forms that were currently available only on the phone or at the reference desk.

Other Activities:

Because the electronic security system installed three years ago was not Y2K conformant and because service provided by the security company was unsatisfactory, a new vendor was selected to install upgraded electronic devices, to complete incomplete work left over from Phase I of the security installation, and to add the additional wiring and cameras planned for Phase II. The work, which was supposed to take a month to six weeks, is still not complete after 13 months (to our great frustration), but we do have reading room cameras, additional monitors and motion detectors. The installation has involved many staff hours, since workmen must be accompanied and monitored when in secure areas.

A surprising development in the on-going saga of the Rare Book and Manuscript Library theft occurred in October when a Greenwich, Connecticut dealer was approached by a man who offered him material that the dealer recognized from Columbia's unrecovered materials list. The customer turned out to be the original thief, Daniel Spiegelman, who had escaped from his work-release program in Manhattan, gathered materials from some hidden cache, and attempted to sell them. He was arrested, returned to Manhattan, and sentenced to two more years in jail, followed by four years of probation.

Development and Earned Income:

The newly organized Stephen Whitney Phoenix Society met twice; this group of high-level donors ($1,000 per year) are particularly interested in the Rare Book and Manuscript Library and are eager to help expand its funding base and collections. $18,061 was raised from this group. In addition, 72 users and donors on the Rare Book and Manuscript Library Associates list donated $14,985 to the RBML unrestricted fund. The funds received in both cases served to fund the catalog for the Vincent FitzGerald exhibition, to pay for invitations

and refreshments for RBML events, to support the Joseph Urban summer conservation project on the set models, to pay for outside consultants and student help in mounting exhibitions; and to purchase original materials for the collections. A bequest of $50,000 was received from the late William Bronk, along with literary rights to his work; $2625 was received for the Kristeller Memorial Fund. $811.09 was received in royalties for the Otto Rank Fund. Earned income from the sale of catalogs and library duplicates and from permission/reproduction fees totaled $17,808.65. As is customary, these funds were put toward the acquisitions budget.

Two new grants were received in FY2000: a grant from the National Endowment for the Humanities of $150,000 for the creation of a digital image database of the papers of the John Jay project, and a grant of $15,000 from the New York Times Foundation for cataloging and processing theater and other collections. The Armenian genocide interviews (see above) were accompanied by a gift of $75,000 from other sources. A grant for the preservation reformatting of the Yiddish tape collection donated by Professor Marvin Herzog several years ago was awarded to the Preservation Division in April 2000 who will supervise its administration over the next two years.

The Gladys Krieble Delmas grant of $80,000, received in May, 1999, allowed Gwynedd Cannan to continue her important processing work (see above) into a second year, while an NEH grant received by Berkeley, subcontracted to Columbia, helped to fund some of the work of Consuelo Dutschke on the Digital Scriptorium. Funding was received from the Mary Lasker Foundation and from Alice Mayhew for work on specific archival collections. Two organizations, Human Serve and the Book Industry Study Group took responsibility for processing the archival records of their organizations that had been donated to RBML.

Staff:

As mentioned above, Jennifer B. Lee, Librarian for Public Services and Programs, began work in the Rare Book and Manuscript Library on October 1, 1999. She replaced Claudia Funke, who had been the Curator of Exhibitions. Patrick Lawlor left his position as Curator of the Herbert H. Lehman Suite and Papers in December, 1999 and became the Coordinator of Technical Services for the Manuscript Department of RBML. Consuelo Dutschke, the Curator of Medieval and Renaissance Manuscripts, became a permanent member of the staff in July, 1999, after six years on grant funded projects. In April, 2000,

Brenda Hearing, the Carnegie Curator, left Columbia for a new job. A search is currently underway to fill that position.

Anne Simms, the half-time Bibliographic Assistant in the Book Department since 1987, left the Library to attend library school in her native Canada. A search for her replacement is also in progress. Yekaterina Shraga transferred to RBML from the Monographs Acquitions Services, accepting a full-time, nine-month position as a processing assistant to Tanya Chebotarev. She will be with us until December 2000. Henry Rowan, Bibliographic Assistant in the Manuscript Department, was hospitalized early in the year with a serious illness but has since returned to work.

Finally, Philip F. Napoli joined the staff in January, 2000 as the Curator of a revitalized program in the Herbert H. Lehman Suite. He has had the full support of the faculty advisory committee. His imaginative programs, including web publications, classes and a lecture series, have brought attention to the Suite and helped to publicize the collection holdings. We are looking forward to a major lecture in the fall and a New York City History Conference in the spring semester of 2001.

Work in Progress and Future Plans:

A grant proposal will be submitted to the National Endowment for the Humanities for the support of a conference entitled "Russian and East European Book and Manuscript Collections in the United States". The conference will be held in October 2001, in honor of the 50th anniversary of the Bakhmeteff collections.

Six Literature/Humanities instructors have signed up to bring their Core classes to what we are describing as a "Lab Session" in RBML. Students will be given the opportunity to examine multiple editions of classic texts in order to enhance their understanding of the artifactual nature of books and the economic and physical conditions under which they have been produced. A reception will be held on October 5 for Core Curriculum instructors. This is a pilot program, organized with the help of the Core Curriculum director of the College, and has been received with great enthusiasm.

A three-part program on the history and nature of the medieval and Renaissance book will be offered on selected Monday nights to Associates, Friends and others. Talks given by

Consuelo Dutschke, Maria Fredericks (Conservation) and Professor Richard Bulliet of the History Department will introduce audiences to the nature and structure of codex books and early Arabic printed texts. If these are successful, they will be followed in the spring semester by three lectures on the book in the Renaissance, and - possibly - by six talks in FY2002 on the book in early modern Europe and the twentieth century book.

Comments:

For many years, the Rare Book and Manuscript Library has been understaffed. It is always amazing to us that so much can be accomplished by so few, but we are acutely aware of our inability to address many of our longstanding problems, including the huge backlog of unprocessed collections that has built up.

The strongest argument we can make for the impact of additional or reallocated staffing can be found in the report above. As soon as Patrick Lawlor was able to devote full time to his processing work, 5 major collections that had languished for years were finished. Similarly, when Yekaterina Shraga began work with Tanya Chebotarev as a processing assistant, Tanya was able to devote time to accessions and public service, resulting in a major addition to the collections as well as increased Bakhmeteff circulation.

Increased collection use is a measurable result of new cataloguing and expanded web presence. Since the Joseph Urban finding aid was mounted on our website last summer, Gwynedd has answered 23 reference letters on Performing Arts alone and dealt with numerous onsite users - more than we would have seen in a five-year period in the past. Similarly, permissions requests for use of Williams materials dramatically increased when the Williams finding aid became available. Use of the medieval and Renaissance collections has also increased because of the presence of a fulltime curator and the fine work she has put into the design and administration of the Digital Scriptorium. Conversely, however, neglect of collections and failure to support them has negative consequences. We are quite certain, for example, that the recent decision by Random House to stop sending its materials to Columbia was influenced by our inability to process their former donations in a timely manner. We don't hear from readers often about inaccessible materials only because they don't even know we have them. There is a backlog of more than 100 unprocessed collections.

It is difficult to over-emphasize the necessity of releasing professionals from tasks such as reading room supervision, shelving and retrieving so that they can perform the essential work of processing, cataloging, and collection development. Two and a half bibliographic/technical assistant positions are simply not enough to cover the daily activities of a busy research facility where readers must be monitored, books handed out individually, photo orders accepted only with curatorial permission, and organizational clarity maintained. Each hour of public service requires four people: a librarian at the desk; a back-up for vault retrieval, breaks and lunch; a reading room monitor; and a retriever. Other public duties include phone reference, e-mail reference, reprography assistance, registration, classroom assistance, supervision of student workers and extended reader conferences. Because we are a service facility with high security needs, such duties must take precedence over equally important but non-public functions such as processing. We hope in the future that the pressures caused by the low level of staffing can in some way be relieved.

Two other major, possibly related, problems that concern us are the need for a professional curator to manage and develop performing arts collections and the growing pressure to develop strategies for handling audio/visual materials in the Library - both those that we already have and those that are being added almost daily. Archival tapes and films are an increasingly important resource for study in a variety of fields, but they require equipment and reformatting if they are to continue to be useful.

Jean W. Ashton, Director
Rare Book and Manuscript Library
August 23, 2000

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
RARE BOOK AND MANUSCRIPT LIBRARY

File Copy

MEMO

TO: Elaine Sloan
Michele Curry
Patricia Renfro

FROM: Jean Ashton

RE: Annual Report

DATE: August 17, 2000

Attached is the RBML Annual Report. I will send Ron's Oral History Annual Report when I return from vacation on September 5. I will be happy to revise the format then, if you wish, to make it conform more closely to the Strategic Plan layout. (I did not remember this request when I wrote it and instead followed my usual plan.)

Butler Library, Sixth Floor Mail Code 1127 535 West 114th Street New York, NY 10027 212-854-5153 Fax 212-854-1365
http://www.columbia.edu/cu/libraries/indiv/rare

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Collection Development:

The most important addition to the Rare Book and Manuscript Library collections in FY2000 was the Charles Crane donation to the Bakhmeteff Archive, a group of letters and papers generated by a philanthropist and diplomat who traveled extensively in Russia and the Far East in the years immediately preceding and following World War I. This collection, appraised at $185,000, contains important autographs and significant papers relating to diplomacy. Other items acquired for the Bakhmeteff Archive include a Tolstoy letter (appraised value, $7,000), a group of Eurasian family papers, and several small collections of photographs and correspondence.

Among the important donations to the general manuscript collections were 131 letters written by novelist Dawn Powell to her sisters and nieces; a 16th-century Arabic manuscript, 6 cartons of papers and correspondence of the composer Vladimir Ussachevsky; a group of Benjamin Cardozo papers; 15 miscellaneous English and American literary letters; the papers of novelist Herbert Tarr; documents from University Professor Fritz Stern relating to his book *Gold and Iron* and an extensive collection of documents about the legal status of papers created by U.S. presidents while in office compiled by the late Morris Schnapper. In sum, 553.5 linear feet of general manuscripts were added by gift to the library, 79.5 linear feet by purchase, and 54 linear feet by transfer from other collections.

Books donated include an incunable, *De regulis mandatorum* by Jean Gerson (1497); James Ussher's *An Answer to a Challenge made by a Jesuite in Ireland* (1624); a sixteenth-century French lawbook inscribed by John Jay; 16 books inscribed to Estelle Frankfurter relating to Maynard Keynes and Harold Laski; a library of modern poetry and drama gathered by and largely inscribed to the writers Rochelle Owens and George Economou; and many original editions of poetry printed by James Weil.

Other interesting acquisitions included 3 paintings by Lydia Gibson Minor associated with the Robert Minor papers, one large and lurid design for the cover of an Avon paperback edition of *I, Claudius* (ca. 1950); and, at the end of the year, 23 oil paintings of English literary figures supplementing the 32 similar paintings bequeathed to the Library in the 1950s by Mrs. George Arthur Plimpton. Three boxes of taped interviews with survivors of the Armenian genocide, along with preservation copies and transcripts, was donated by Dr. Adrian Parsegian.

173 books were purchased for the collections, including the first printed illustrated volume of Virgil (1502); a 1545 *Iliad* called "one of the handsomest books printed in Paris;" and the first edition of Edgar Allan Poe's *Tales of the Grotesque and Arabesque* (1840). 136 books were transferred from other divisions of the library. Among the letters and manuscripts added by purchase were two Sigmund Freud letters; a letter from English novelist Samuel Richardson to Lady Lizabeth Echlin; a Henry James letter; a group of Sigfried Sasson letters; three Boris Pasternak letters; and 16 letters from the early years of the twentieth century sent to Clifford Smythe, editor of *The New York Times Book Review*, by Columbia professor Brander Matthews.

In addition to the above, payments were made on the archives of the Chiswick Press; the papers of George Economou and Rochelle Owens; the Diana Trilling papers; and one new collection, the historical papers of the Williamson family - a group of significant letters, legal documents, corporate records, and related materials covering over one hundred years of New York history and dealing with such diverse topics as corporate espionage, slavery on the island of St. Croix, missionary work in China, and prison ships in the New York harbor during the Revolutionary War.

Preservation and Access:

2,630 monographs were cataloged in FY2000. The foci of this activity were the Parsons collection (1750 volumes of Scottish history and literature) and the James Kent Collection (1500 volumes of non-legal works from the library of Columbia's first Professor of Law). 425 items were added to the portraits/ephemera files and 360 serial issues incorporated into the Library collections along with 284 dealer/auction catalogs. 1,168 binding cases were made, comprising boxes for 355 rare items, 301 non-rare items and 512 portfolio binders. The in-house conservation lab performed 787 treatments on RBML material, using 1,213 hours of staff time (much of it on the documents for the diplomatics exhibition described above). An intern during the summer of 1999 completed a conservation survey of the shadow puppets and rehoused all of them in specially constructed, archivally sound boxes. In addition, a student worker treated red rot on 91 of the 130 volumes of Civil War clippings in the Townsend collection and measured them for boxes. A treatment plan was devised for the Joseph Urban stage models and a pilot project for rehousing them set up for the summer of 2000.

The archival collections benefited greatly from several staff changes and a grant received from the Gladys Krieble Delmas Foundation. The latter enabled Gwynedd Cannan to work with occasional students to reprocess, rehouse, and create machine readable finding aids for fifteen collections relating to the history of theater. She also completed the Tennessee Williams finding aid and is approximately two-thirds of the way through the task of processing the William Goldman papers.

The major step forward in the management of the manuscript collections came as a result of a refashioned program for the Herbert H. Lehman Suite and Papers. The appointment of a

new curator, Philip F. Napoli (see below) enabled Patrick Lawlor in January to take up a new position as Coordinator of Technical Services for the Manuscript department. Although he was only in his new position for six months of FY2000, Patrick was able to oversee the completion of a number of processing projects that had been left incomplete because of staff turnover. At least five major collections that had been only partly organized are now fully processed and five more have been begun. Among the former are Alexander Gumby, M. Moran Weston, Jane Howard, the Bureau of Applied Social Research Archives, Human Serve; the latter include the Mary Lasker papers and the Harrison Salisbury papers. (It is important to note that many of these were funded projects that had involved student help. Patrick Lawlor's presence in the Library means that an increased degree of supervision is possible.)

The major step forward has been our success in getting finding aids online. Patrick Lawlor has started the conversion from EAD Beta to EADV1. New and legacy finding aids continue to be published via the ProCite database in both EAD and HTML. 64 finding aids are now available to users via the World Wide Web.

Other programs in progress include the creation of new acquisition tracking documents and procedures and the development of inhouse processing manuals for manuscripts and books.

Digital Projects:

The Digital Scriptorium, one of Columbia's major contributions toward an international digital library, continues to thrive under the able guidance of Consuelo Dutschke, who served simultaneously as head of a TEI working group to develop a DTD for the SGML description of medieval manuscripts and executive editor of DS. Work on APIS, the Advanced Papyrological Information System, while not managed by the Rare Book and Manuscript Library, drew on the materials stored in the Rare Book stacks and consumed a considerable amount of staff and professional time.

Our hopes for timely exhibits online of RBML material were somewhat dashed by the complications in getting our gold stamped bindings exhibition mounted on the web. As of June 30, the permanent URL had not yet been assigned for this site and the exhibition, mounted in the Library in December of 1997, was still not available to the public. A short

version of the exhibit has been put up by Fathom.com with a promise that it will appear on their initial launch, but it too is unavailable for research at this point.

On the more positive side, images have been included in many of the EAD conformant finding aids (see above). Staff members are currently working on revising the RBML webpage, allowing our users access to information and forms that were currently available only on the phone or at the reference desk.

Other Activities:

Because the electronic security system installed three years ago was not Y2K conformant and because service provided by the security company was unsatisfactory, a new vendor was selected to install upgraded electronic devices, to complete incomplete work left over from Phase I of the security installation, and to add the additional wiring and cameras planned for Phase II. The work, which was supposed to take a month to six weeks, is still not complete after 13 months (to our great frustration), but we do have reading room cameras, additional monitors and motion detectors. The installation has involved many staff hours, since workmen must be accompanied and monitored when in secure areas.

A surprising development in the on-going saga of the Rare Book and Manuscript Library theft occurred in October when a Greenwich, Connecticut dealer was approached by a man who offered him material that the dealer recognized from Columbia's unrecovered materials list. The customer turned out to be the original thief, Daniel Spiegelman, who had escaped from his work-release program in Manhattan, gathered materials from some hidden cache, and attempted to sell them. He was arrested, returned to Manhattan, and sentenced to two more years in jail, followed by four years of probation.

Development and Earned Income:

The newly organized Stephen Whitney Phoenix Society met twice; this group of high-level donors ($1,000 per year) are particularly interested in the Rare Book and Manuscript Library and are eager to help expand its funding base and collections. $18,061 was raised from this group. In addition, 72 users and donors on the Rare Book and Manuscript Library Associates list donated $14,985 to the RBML unrestricted fund. The funds received in both cases served to fund the catalog for the Vincent FitzGerald exhibition, to pay for invitations

and refreshments for RBML events, to support the Joseph Urban summer conservation project on the set models, to pay for outside consultants and student help in mounting exhibitions; and to purchase original materials for the collections. A bequest of $50,000 was received from the late William Bronk, along with literary rights to his work; $2625 was received for the Kristeller Memorial Fund. $811.09 was received in royalties for the Otto Rank Fund. Earned income from the sale of catalogs and library duplicates and from permission/reproduction fees totaled $17,808.65. As is customary, these funds were put toward the acquisitions budget.

Two new grants were received in FY2000: a grant from the National Endowment for the Humanities of $150,000 for the creation of a digital image database of the papers of the John Jay project, and a grant of $15,000 from the New York Times Foundation for cataloging and processing theater and other collections. The Armenian genocide interviews (see above) were accompanied by a gift of $75,000 from other sources. A grant for the preservation reformatting of the Yiddish tape collection donated by Professor Marvin Herzog several years ago was awarded to the Preservation Division in April 2000 who will supervise its administration over the next two years.

The Gladys Krieble Delmas grant of $80,000, received in May, 1999, allowed Gwynedd Cannan to continue her important processing work (see above) into a second year, while an NEH grant received by Berkeley, subcontracted to Columbia, helped to fund some of the work of Consuelo Dutschke on the Digital Scriptorium. Funding was received from the Mary Lasker Foundation and from Alice Mayhew for work on specific archival collections. Two organizations, Human Serve and the Book Industry Study Group took responsibility for processing the archival records of their organizations that had been donated to RBML.

Staff:

As mentioned above, Jennifer B. Lee, Librarian for Public Services and Programs, began work in the Rare Book and Manuscript Library on October 1, 1999. She replaced Claudia Funke, who had been the Curator of Exhibitions. Patrick Lawlor left his position as Curator of the Herbert H. Lehman Suite and Papers in December, 1999 and became the Coordinator of Technical Services for the Manuscript Department of RBML. Consuelo Dutschke, the Curator of Medieval and Renaissance Manuscripts, became a permanent member of the staff in July, 1999, after six years on grant funded projects. In April, 2000,

Brenda Hearing, the Carnegie Curator, left Columbia for a new job. A search is currently underway to fill that position.

Anne Simms, the half-time Bibliographic Assistant in the Book Department since 1987, left the Library to attend library school in her native Canada. A search for her replacement is also in progress. Yekaterina Shraga transferred to RBML from the Monographs Acquitions Services, accepting a full-time, nine-month position as a processing assistant to Tanya Chebotarev. She will be with us until December 2000. Henry Rowan, Bibliographic Assistant in the Manuscript Department, was hospitalized early in the year with a serious illness but has since returned to work.

Finally, Philip F. Napoli joined the staff in January, 2000 as the Curator of a revitalized program in the Herbert H. Lehman Suite. He has had the full support of the faculty advisory committee. His imaginative programs, including web publications, classes and a lecture series, have brought attention to the Suite and helped to publicize the collection holdings. We are looking forward to a major lecture in the fall and a New York City History Conference in the spring semester of 2001.

Work in Progress and Future Plans:

A grant proposal will be submitted to the National Endowment for the Humanities for the support of a conference entitled "Russian and East European Book and Manuscript Collections in the United States". The conference will be held in October 2001, in honor of the 50th anniversary of the Bakhmeteff collections.

Six Literature/Humanities instructors have signed up to bring their Core classes to what we are describing as a "Lab Session" in RBML. Students will be given the opportunity to examine multiple editions of classic texts in order to enhance their understanding of the artifactual nature of books and the economic and physical conditions under which they have been produced. A reception will be held on October 5 for Core Curriculum instructors. This is a pilot program, organized with the help of the Core Curriculum director of the College, and has been received with great enthusiasm.

A three-part program on the history and nature of the medieval and Renaissance book will be offered on selected Monday nights to Associates, Friends and others. Talks given by

Consuelo Dutschke, Maria Fredericks (Conservation) and Professor Richard Bulliet of the History Department will introduce audiences to the nature and structure of codex books and early Arabic printed texts. If these are successful, they will be followed in the spring semester by three lectures on the book in the Renaissance, and - possibly - by six talks in FY2002 on the book in early modern Europe and the twentieth century book.

Comments:

For many years, the Rare Book and Manuscript Library has been understaffed. It is always amazing to us that so much can be accomplished by so few, but we are acutely aware of our inability to address many of our longstanding problems, including the huge backlog of unprocessed collections that has built up.

The strongest argument we can make for the impact of additional or reallocated staffing can be found in the report above. As soon as Patrick Lawlor was able to devote full time to his processing work, 5 major collections that had languished for years were finished. Similarly, when Yekaterina Shraga began work with Tanya Chebotarev as a processing assistant, Tanya was able to devote time to accessions and public service, resulting in a major addition to the collections as well as increased Bakhmeteff circulation.

Increased collection use is a measurable result of new cataloguing and expanded web presence. Since the Joseph Urban finding aid was mounted on our website last summer, Gwynedd has answered 23 reference letters on Performing Arts alone and dealt with numerous onsite users - more than we would have seen in a five-year period in the past. Similarly, permissions requests for use of Williams materials dramatically increased when the Williams finding aid became available. Use of the medieval and Renaissance collections has also increased because of the presence of a fulltime curator and the fine work she has put into the design and administration of the Digital Scriptorium. Conversely, however, neglect of collections and failure to support them has negative consequences. We are quite certain, for example, that the recent decision by Random House to stop sending its materials to Columbia was influenced by our inability to process their former donations in a timely manner. We don't hear from readers often about inaccessible materials only because they don't even know we have them. There is a backlog of more than 100 unprocessed collections.

It is difficult to over-emphasize the necessity of releasing professionals from tasks such as reading room supervision, shelving and retrieving so that they can perform the essential work of processing, cataloging, and collection development. Two and a half bibliographic/technical assistant positions are simply not enough to cover the daily activities of a busy research facility where readers must be monitored, books handed out individually, photo orders accepted only with curatorial permission, and organizational clarity maintained. Each hour of public service requires four people: a librarian at the desk; a back-up for vault retrieval, breaks and lunch; a reading room monitor; and a retriever. Other public duties include phone reference, e-mail reference, reprography assistance, registration, classroom assistance, supervision of student workers and extended reader conferences. Because we are a service facility with high security needs, such duties must take precedence over equally important but non-public functions such as processing. We hope in the future that the pressures caused by the low level of staffing can in some way be relieved.

Two other major, possibly related, problems that concern us are the need for a professional curator to manage and develop performing arts collections and the growing pressure to develop strategies for handling audio/visual materials in the Library - both those that we already have and those that are being added almost daily. Archival tapes and films are an increasingly important resource for study in a variety of fields, but they require equipment and reformatting if they are to continue to be useful.

Jean W. Ashton, Director
Rare Book and Manuscript Library
August 23, 2000

President's Annual Report Contribution

Resources in New York City history in the Rare Book and Manuscript Library

The Rare Book and Manuscript Library has a wealth of resources documenting the social, cultural, economic, and political growth of the city of New York in a variety of formats.

Our earliest works, apart from exploration maps of the American coastline, include Dutch documents from the New Amsterdam period. Notable among these is an indenture signed in the 1650s relating to lots in lower Manhattan that housed a brewery that has attached to it one of the few known copies of the Seal of New Amsterdam, in use for less than a dozen years, as well as a land agreement with the Mohawk tribe. Also from this early period is a handwritten manuscript of the so-called "Duke's Laws," a governing instrument created in 1664 by the newly appointed English governor, Richard Nicolls. In addition, we hold a copy of a 1664 London newsheet the *Intelligencer* that contains the first mention of "New York" in print, and books printed later in the century by New York's first printer, William Bradford.

Eighteenth-century materials from the pre-Revolutionary period particularly useful to scholars include, along with printed books and many documents, the Minutes of the Coroners' Proceedings, covering the years 1747-1758 and the Mayor's Court records. King's College records, of course, add additional information to our understanding of the period.

Family papers documenting political history relating to the years before and after the American Revolution include the Jay family Papers (among them a handwritten draft of Federalist #5), the Gouverneur Morris Papers, the De Witt Clinton Papers, the Van Schaack family papers, the Van Cortlandt family papers, the Fish family papers and many others. The records of Alexander Hamilton's law practice, the papers of the Mott family, the Kilroe collection of Tammany materials further our understanding of the politics of the city's early years. Later political papers include the papers of two mayors, Seth Low and John Purroy Mitchel, the papers of Bella Abzug, the papers of the Citizen Union, the League of Women Voters, and - a recent gift - the archives of the New York State Democratic Party.

Cultural history is recorded in many literary collections, including the papers of Hart Crane and Stephen Crane, along with the archives of Paul Revere Reynolds, one of the earliest literary agents. The Random House papers, the Harper papers, and the W.W. Norton papers document the activities of the larger publishing houses in the city, while the vast collection of smaller publishing houses, literary agents, theatrical agents, and booksellers serve to illuminate this important segment of New York commercial and literary activity. The Brander Matthews Dramatic Museum collections include memorabilia and programs from many New York city theaters, along with stage models from Broadway productions and the vast, rich archive of set designs and related material from the Joseph Urban archive.

Philanthropic and social history can be traced in the Carnegie Corporation archives and the papers of social workers Lillian Wald and Mary Reynolds. These have recently supplemented by the papers of several established New York City Settlement Houses, among them La Guardia House, Cristadora House, Union Settlement House, and Goddard-

Riverside Community Center. The papers of the Community Service Society incorporate the archival records of two earlier organizations, the Association for Improving the Condition of the Poor and the Charity Organization Society. These include, in addition to case histories and annual reports, a particularly rich group of photographs depicting conditions in the poorer areas of the city in the early twentieth century.

Other archival collections of interest to researchers in New York City history include the papers of the New York *World;* the Joseph Pulitzer Papers; the papers of the Literary and Philosophical Society of New York; the papers of William Barclay Parsons, Chief Engineer of the Rapid Transit Commission at the time the first subway opened; the papers of W.R. Grace and Company; and the newly acquired papers of journalist Murray Kempton. The scrapbooks of Alexander Gumby document the lives of many of the important figures of the Harlem Renaissance. In addition, many collections of faculty papers trace the continuing involvement of the Columbia University faculty in the urban community surrounding them.

These are just a few of the resources on New York City available to researchers. They are supplemented by a rich collection of books, ephemera, photographs, and sheet music that serve to catch the texture and pace of city life. An equally important source of information are the Oral History transcripts which have captured the voices of many New Yorkers since the office opened more than 50 years ago.

Jean Ashton, Director
Rare Book and Manuscript Library
June 14, 2000

August 7, 2001

To: Jean
From: Rose

Reference Desk Statistics (RBML & Lehman Suite) FY 2000-2001

No. of Readers - 4,077

No. of Manuscripts Used - 3,571, 391

No. of Books Used - 11,220

No. of BAR Mss Used - 734,677

General Circulation (Check outs) - 109,681

General Circulation (Renewals) - 32,924

Total Shelving - 81,288

Total Circulation with Reference - 13,151

Total Circulation without Reference - 10,162

Orientations, Lectures, Tours, Classes held in Library - 191
No. of Attendees - 3,501

Permissions granted - 121

Photocopies - 27,933

No. of telephone calls received (Ref desk) - 3,098

No. of administrative calls received (Ref desk) - 4,040

Gifts/Contributions received:

Unrestricted Fund (received from associates) - $ 7,420
Stephen Whitney Phoenix Fund - $17,163
Duplicate Fund (Permission fees & publications) - $8,961
Sylvia Radov - $28,050
Otto Rank Fund (G. Stuhlmann) - $89.77
NY Times Fdn - $10,000
PricewaterhouseCooper - $100,000 (received by UDAR)

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Jean Ashton, Director
Rare Book and Manuscript Library
June 14, 2000

Rare Book and Manuscript Library Statistics Summary - 1999 - 2000

NO. OF MANUSCRIPTS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	234,153	231,579	193,837	263,748	298,073	115,125	198,064	192,730	198,219	157,326	220,495	264,620
YTD	234,153	465,732	659,569	923,317	1,221,390	1,336,515	1,534,579	1,727,309	1,925,528	2,082,854	2,303,349	**2,567,969**

NO. OF BOOKS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	533	499	605	679	1,063	507	578	771	1,171	859	691	1,150
YTD	533	1,032	1,637	2,316	3,379	3,886	4,464	5,235	6,406	7,265	7,956	**9,106**

NO. OF BAKHMETEFF MANUSCRIPTS USED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	30,603	39,604	52,815	38,608	76,138	45,504	74,632	116,117	82,311	109,852	136,651	29,900
YTD	30,603	70,207	123,022	161,630	237,768	283,272	357,904	474,021	556,332	666,184	802,835	**832,735**

TOTAL CIRCULATION WITH REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	967	740	736	1,007	1,264	598	706	1,382	1,430	1,114	1,142	1,363
YTD	967	1,707	2,443	3,450	4,714	5,312	6,018	7,400	8,830	9,944	11,086	**12,449**

TOTAL CIRCULATION WITHOUT REFERENCE												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	439	538	518	761	958	365	454	1,038	1,013	813	899	956
YTD	439	977	1,495	2,256	3,214	3,579	4,033	5,071	6,084	6,897	7,796	**8,752**

TOTAL PHOTOCOPY EXPOSURES (RBML& Lehman Suite)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	3,808	3,197	1,417	3,487	1,832	1,610	3,313	4,129	4,434	2,872	2,455	4,979
YTD	3,808	7,005	8,422	11,909	13,741	15,351	18,664	22,793	27,227	30,099	32,554	**37,533**

Rare Book and Manuscript Library Statistics Summary - 1999 - 2000

NO. OF READERS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	379	312	298	396	440	303	288	454	454	406	453	360
YTD	379	691	989	1,385	1,825	2,128	2,416	2,870	3,324	3,730	4,183	**4,543**
NO. OF TELEPHONE CALLS RECEIVED(Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	243	226	248	288	325	227	202	289	315	234	241	245
YTD	243	469	717	1,005	1,330	1,557	1,759	2,048	2,363	2,597	2,838	**3,083**
NO. OF ADMINISTRATIVE CALLS (Ref. Desk)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	465	445	448	574	506	349	393	528	531	451	423	414
YTD	465	910	1,358	1,932	2,438	2,787	3,180	3,708	4,239	4,690	5,113	**5,527**
PERMISSIONS GRANTED												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	22	4	8	21	10	18	8	13	8	2	14	16
YTD	22	26	34	55	65	83	91	104	112	114	128	**144**

Rare Book and Manuscript Library Statistics Summary - 1999 - 2000

GENERAL CIRCULATION - CHECK OUTS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	8,990	8,641	9,979	12,221	20,310	9,098	7,013	9,972	13,717	10,280	13,395	8,708
YTD	8,990	17,631	27,610	39,831	60,141	69,239	76,252	86,224	99,941	110,221	123,616	**132,324**
GENERAL CIRCULATION - RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	2,089	2,339	3,605	5,633	3,824	3,103	2,316	3,577	5,452	3,417	3,284	1,869
YTD	2,089	4,428	8,033	13,666	17,490	20,593	22,909	26,486	31,938	35,355	38,639	**40,508**
GENERAL CIRCULATION - CHECK OUTS & RENEWALS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	11,079	10,980	13,584	17,854	24,134	12,201	9,329	13,549	19,169	13,697	16,679	10,577
YTD	11,079	22,059	35,643	53,497	77,631	89,832	99,161	112,710	131,879	145,576	162,255	**172,832**
CHECK INS (TOTAL SHELVING)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	6,904	6,420	5,927	7,292	15,006	5,765	5,046	6,895	8,808	7,324	10,533	7,096
YTD	6,904	13,324	19,251	26,543	41,549	47,314	52,360	59,255	68,063	75,387	85,920	**93,016**
DIRECTIONAL QUESTIONS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	44	36	53	83	49	19	73	74	181	144	125	95
YTD	44	80	133	216	265	284	357	431	612	756	881	**976**
REFERENCE QUESTIONS (INCLUDING CATALOG QUESTIONS)												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	88	149	58	120	120	100	62	124	284	164	201	103
YTD	88	237	295	415	535	635	697	821	1,105	1,269	1,470	**1,573**

Rare Book and Manuscript Library Statistics Summary - 1999 - 2000

REFERENCE DESK QUERIES RE ONLINE BOOKS												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	0	5	0	6	3	1	2	3	5	1	2	1
YTD	0	5	5	11	14	15	17	20	25	26	28	**29**

PUBLIC SERVICE STATISTICS - ORIENTATIONS, LECTURES, TOURS, ETC.												
SESSIONS IN LIBRARY												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	1	1	15	14	10	3	4	20	22	23	6	4
YTD	1	2	17	31	41	44	48	68	90	113	119	**123**

NO. OF ATTENDEES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	45	4	204	228	104	38	14	11	142	105	99	15
YTD	45	49	253	481	585	623	637	648	790	895	994	**1,009**

CONSULTATIONS SHORTER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	16	8	16	31	69	21	24	61	68	52	59	22
YTD	16	24	40	71	140	161	185	246	314	366	425	**447**

CONSULTATIONS LONGER THAN 30 MINUTES												
Month	July	August	September	October	November	December	January	February	March	April	May	June
Current	4	0	0	2	7	2	1	4	6	5	9	8
YTD	4	4	4	6	13	15	16	20	26	31	40	**48**

Date: Sun, 6 Aug 2000 12:17:56 -0400 (EDT)
From: Patrick Lawlor <lawlor@columbia.edu>
Sender: lawlor@columbia.edu
To: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: Re: annual report

Jean,

Here are some thing you might want to mention:

As far as EAD is concerned, we have started the conversion from EAD Beta to the standard EAD V1.The output from Pro Cite has been tested against a strict parser and there are no errors in our V1 document instances.

New and legacy finding aids continue to be published in both EAD and HTML. The focus for the past few months being on HTML since this is how most people use web documents.

The well used L.S. Alexander Gumby finding aid, as well as the Jane Howard, Moran Weston, Woman Suffrage Association, Mary Lasker, Seymour Melman, Tennessee Williams, Bureau of Applied Social Research and Harrison Salisbury finding aids have been, or are currently being, edited and published via Pro Cite in both HTML (with a navigator) and EAD V1.

The system has been refined to the point where it can be documented and easily communicated to student assistants.

The Jane Howard, L.S. Alexander Gumby, M. Moran Weston, Tennessee Williams and Seymour Melman papers were completed. The processing of other collections has begun: Ivan Morris Papers; Bureau of Applied Social Research Archives; the Human Serve. Other processing projects are continuing: most notably the reviewing and editing of the Harrison Salisbury and Mary Lasker Papers Papers.

Patrick

Date: Thu, 10 Aug 2000 16:20:02 -0400 (EDT)
From: Gwynedd Cannan <gc145@columbia.edu>
Sender: gc145@columbia.edu
To: Jean W Ashton <jwa8@columbia.edu>
Subject: reference

Jean,
I had 23 performing arts reference queries last year.
gc

To: kku1@columbia.edu
From: "Jean W. Ashton" <jwa8@columbia.edu>
Subject: dates
Cc:
Bcc:
Attached:

Katherine:

Some suggested dates for 2000-2001:
Phoenix - Audubon: September 12 or October 3 (depending on Michael, George, and our organizational skills)
Workshops: the book in the middle ages: Oct. 16, Oct. 23, Nov. 13
Joseph Urban: Architect of Dreams- Large Exhibition at the Wallach Gallery, Opening October 10 (Seminar on Exhibition
at Wallach, October 30)
Opening: Type and the Printed Book (tentative title): November 28
Annual Book Arts Lecture: January 23

Spring: Very tentative
Workshop #2: The Book in the Renaissance:
February 3, 27, March 20
Spring Exhibition opening: March 7 or April 3
Phoenix program: (?) April 17 or 24?????
We may also have some kind of Bakhmeteff evening program in late April or early May.

This is a really heavy schedule for us to manage. We also have some ideas about Alumni weekend that I will describe to you later.
Also, if we have to do something special for PriceWaterhouseCoopers or Kempton, we will have to fit it in.

Jean

Tanya will be hosting a conference on Russian emigre collections in the US, with the collaboration of NYPL, October 11-13, 2001.
It is the 50th anniversary of the Bakhmeteff Archive.

Jean:

173 volumes purchased

Among the letters and manuscripts purchased were:

Final payment on Chiswick Press

ALS by Samuel Richardson to Lady Elizabeth Echlin, 29 Feb 1759 (Halsband Fund)

2 ALS Freud to his nephew Edward Bernays

16 ALS Brander Matthews to Clifford Smythe editor of the NYTimes Book Review

1st payment on Sigfried Sasson letters (22 ALS) to his son, George, and 100 + from his son.

AMS 935 p. of A. P. Herbert's novel Holy Deadlock, ca .1932-33. This novel helped change the divorce laws in England.

3 Boris Pasternak letters

Letter from Henry James to Mr. Duneka at Harper & Bros., 15 May 1904

Among the books

James Kent's annotated copy of the 1793 New-York Society Library catalogue of books

Homer. Les dix premiers livres d'Iliade. Paris, 1545. (1st payment). 1st French edition, "one of the handsomest books printed in Paris" (Fairfax Murray catalogue)

Virgil, Opers. Stassburg, 1502. Lavishly illustrated and first printed Virgil to have illustrations.

The Vincent Fitzgerald oeuvre (all that are available) 34 v. purchased by gift.

Poe: Tales of the Grotesque & Arabesque 2nd payment

70 invoices

1, 4, 1
Chiswick
6 mss.

10, 1, 1, 1

122, 1, 2, 16, 3, 1

Williamson family 1st payment

Notes for Annual Report (1999/2000)

Cataloging:

Aside from various small gifts, and books purchased through the year, cataloging efforts were directed at finishing the Parsons collection (1750 volumes of Scottish history and literature), and beginning on the Kent Collection (1500 volumes of non-legal works from the library of James Kent, 1763-1847, Columbia's first Professor of Law).

Conservation:

There was much activity (in fact, we used two-and-a-half times our allotted hours), especially attendant upon our exhibits, including a labor-intensive exhibit of medieval documents.

An intern during the summer of 1999 made a conservation survey and rehoused the shadow puppets. A student worker treated red rot on 91 of 130 volumes in the Townsend collection, and measured them for boxes.

July 21, 2000

TO: Bernie, Rudolph, Jane, Tanya, Jenny
FROM: Rose
RE: 1999 - 2000 Statistics

Jean will need statistics for RBML 1999-00 Annual Report. Please supply figures for following items. Please add other items that you think should be included. Thank you.

Bernie: Collection Development
Manuscripts: Gifts – Linear feet ____
Purchased - Linear feet 1
Other (Transfer) _____
Manuscript processing completed - ____ linear ft., _____ mss items

Tanya: Bakhmeteff Collections:
New acquisitions: Gifts - Linear feet _____
Purchased - _____ Linear ft.

Rudolph: Books : Gifts _____
Purchased 173
Other (Transfer) 136

Jane: Preservation and Access:
Monographs cataloged 2630
Items added to portraits/Ephemera files 425
Dealer/Auction catalogs 284
Serial issues added 360 Other Serial Claims 28
P-slips / Records created : 462
Binding Cases 1168 : 355 rare items; 301 non rare; 512 in portfolio binders)
~~Items matted~~ ____
Items conserved in-house ↓
~~787~~ The inhouse conservation lab ~~did~~ performed 787 treatments on RBML material, using 1213 hours of staff time.

Jenny: Exhibitions/Programs
Exhibition Loans

August 7, 2000

TO: Jean
FROM: Rose
RE: Statistics 1999-2000

No. of Manuscripts used - 2,567,979

No. of Books used - 9,106

No. of BAR used - ~~4,543~~ 832,735

Readers visit - 4,543

Sessions in Library - 123

Attendance (Classes/Tours/Opening Exhibits) - 1,009

General Circulation Check Outs (charges) - 132,324

General Circulation Renewals - 40,508

Total Check Outs & Renewals - 172,832

Check Ins (Shelving) - 93,016

Photocopies - 37,533

Permissions granted - 144

Earned Income- Duplicate Fund - (Sale of Publications/Permission fees) - $17,808.65
RBML Exhibit Fund (Loan Fees) - $ 3,079.76

Gifts in kind received (see attached list)

Gifts received from 72 Associates; Amount $ 14,985 (Unrestricted Fund)

Other: Phoenix Society - Rec'd by UDAR - $13,061; Rec'd by RBML - $5,000
Kristeller Fund - $2,625
Bar Fund - $ 350
Mary Lasker Charitable Trust - $2,500
G. Stuhlmann - Royalties (Otto Rank Fund) - $811.09

Books & Mss Requested from Clancy Storage:
Books — 7, Mss — 83 boxes

England	32
Germany	23
Canada	15
Japan	15
Russia	15
Italy	12
Australia	11
France	8
Netherlands	4
Hungary	3
Korea	2
Peru	2
Austria	1
Denmark	1
Haiti	1
Israel	1
Norway	1
Philippines	1
Scotland	1
Spain	1
Sweden	1
Switzerland	1

Foreign readers

July 1999 - June 2000

Gifts in Kind 99-00

Month	Name of Donor	Description of Gifts	Acknowledged by JWA
July	James Weil	Box of Letters, booklet & *Peter the Great* broadside	7/19/99
	Eric Schnapper	Morris Schnapper papers	7/20/00
Aug	James Fraser	1 Liberatum, 3 paintings	8/25/00
Sept	P. Cronenwett	Booth letter to Bronk	10/4/99
Oct	S. Stewart	2 letters (N.M. butler & Seth Low)	10/11/99
	James Weil	2 books	10/26/99
Nov	Tim Page	131 letters from D. Powell to her sisters and nieces	11/1/99
	Elizabeth Shafer	Book by Simon Theboall inscribed by J.Jay, 1779	11/1/99
	Charles O'Byrne	James Ussler's *An Answer to a Challenge* made by a Jesuit in Dublin, 1624, presented to James Eyre	11/9/99
	Edith Blake	Hough papers	
	Esmat Allouba	16th century copy of mss identified by Prof. G. Saliba	11/10/00
Dec	Nathan Frederick	Cardozo papers	12/15/99
	Sam Schaefler	Design for front cover of *I, Claudius* (NY Avon Press 1953), book included; & John. Geson, *De regali Mandatorum,* 1497	12/16/99
	Elizabeth Hayes	2 vols.vellum bound edition of *Vetus et nova ecclesis disaphina circa beneficia & beneficiaros..* by Ludovico Thomassino (Venice: 1766)	12/28/99
	Leonard Leiman	16 books and handwritten card related to or by John Maynard Keynes & Harold Laski, many of them inscribed to Estelle Frankfurter	12/28/99
	Chris Coover	15 autographed letters - some items relating to the civil war. Include one very fine rare letter of the printer Jacob Tonson	1/3/00
Jan	Fritz Stern	primary source material relating to *Gold & Iron*	1/24/00
	Marie Read Smith	scrapbook, copy of Fortune & handwritten letter & photograph of a friend	1/24/00

Gifts in Kind 99-00

Feb	Florence Meyer	Herbert Tarr papers	2/9/00
	Antonia Bryson	6 cartons of Vladimir Ussachevsky's papers	2/16/00
	Jacques Barzun	manuscripts & correspondence	2/17/00
	Joyce Kurtz	letters (Rockwell Kent collection)	2/21/00
	Arthur Olson (via Ann Abid)	steroscropic views to complete RBML copy of Bartz' *Grossdeutschlands Widergeburt*	2/24/00
March	James Weil	Samuel French Morse *Life Supports* publication	3/13/00
April	James Weil	*Washday & Other Poems,* 1996-98	4/28/00
May	Rochelle Owens	1 book - *Plays by Rochelle Owens*	5/1/00
	George Economou	books	5/2/00

Record of Deposits to Duplicate Account #4-71019-0734 - 1999-2000

Description Code: (1) Sale of Publication, (2) Permission Fee, (3) Other				
Date of Deposit	DESCRIPTION	Amount	Sub-Total	TOTAL
7/9/99	Robert Sam (1)	32.50		
	McDougal Little, Inc. (2)	100.00		
	Princeton University(2)	100.00		
	Simon Schuster (2)	100.00	332.50	332.50
10/13/99	Cash, Reproduction of Photo	52.00		
	Cash (1)	50.00	102.00	434.50
10/13/99	A&E Television (2)	100.00		
	A&E Television (2)	400.00		
	Thomas Hawkins (2)	200.00		
	Time Life Inc.(2)	100.00		
	HRW School(2)	100.00	900.00	1,334.50
10/13/99	HRW School(2)	100.00		
	William Safire (2)	100.00		
	Swann Galleries (1)	3,641.20		
	P.J. Rothaug (1)	6.25	3,847.45	5,181.95
11/10/99	Hongkong & Shanghai Bank(3)	552.00		
	Stansell, Christine(2)	200.00		
	Fred Kaplan (2)	100.00	852.00	6,033.95
11/19/99	Richard Gollner (2)	500.00		
	Wiley (2)	100.00		
	Susanna Tarjan (3)	45.20	645.20	6,679.15
12/10/99	Ralph Brown (1)	42.50		
	Swann Galleries (1)	185.00	227.50	6,906.65
12/15/99	Swann Galleries (1)	218.30		
	Universe Publishing (2)	100.00		
	Calderon Jose (1)	19.40	337.70	7,244.35
12/21/99	Primary Source (2)	200.00		
	Amazon.com (1)	15.50		
	Harcourt Brace (2)	200.00	415.50	7,659.85
1/12/00	Swann Galleries (1)	4,850.90		
	McDougal Little, Inc. (2)	100.00		
	Pearson* (2)	100.00		
	W.W. Norton (2)	250.00		
	The Gale Group (2)	100.00	5,400.00	13,059.85

Record of Deposits to Duplicate Account #4-71019-0734 - 1999-2000

1/27/00	Daily News(2)	100.00		
	Morgan Cain(2)	100.00		
	Pronk & Associates (2)	100.00	300.00	13,359.85
2/25/00	McGraw Hill (2)*	1,545.00	1,545.00	14,904.85
2/25/00	Pronk & Associates (2)	100.00		
	W.W. Norton (2)	250.00		
	Fritz Stern (1)	22.50		
	Jean Taylor (1)	10.00		
	Russell Herner (2)	100.00	482.50	15,387.35
3/8/00	Michael Hearn (2)	100.00	100.00	15,487.35
3/30/00	Sara Dochow(1F))	35.00		
	Elizabeth Harr(1F)	35.00		
	Carol Bankerd(1F)	35.00		
	George Ververi(1F)	35.00		
	Cash (1F)	70.00	210.00	15,697.35
3/31/00	Hodder Headline PLC (2)	100.00		
	Harcourt Brace (2)	200.00		
	Harpers"s Magazine (2)	800.00	1,100.00	16,797.35
3/30/00	Ernest Hood (1F)- Visa	35.00		
	Kathryn Service(1F)- Mastercard	35.00		
	Paul Shaw (1F)-Visa	30.00		
	Bert Waggoti(1F)-Visa	35.00		
	Hanijeh Mirdan(1F)- Visa	35.00	170.00	16,967.35
3/30/00	Matt McClanahan (1F)- Visa	35.00		
	Lois M. Mirviss (1F)- Visa	35.00		
	Frank Welles (1F)- Visa	35.00	105.00	17,072.35
3/31/00	Cordula Hubert (2)- Visa	100.00	100.00	17,172.35
4/13/00	New Directions(2)	100.00		
	Houghton Mifflin(2)	100.00	200.00	17,372.35
5/11/00	Swann Galleries (1)	74.00		
	Swann Galleries (1)	148.00		
	Nina Schneider (1F)	40.00		
	Cash (1F)	120.00	382.00	17,754.35
5/11/00	Elaine Covard (3) - Visa	10.00	10.00	17,764.35
6/7/00	Washington Post(2)	100.00	100.00	17,864.35
6/7/00	John Olbrych (2) -Visa	100.00	100.00	17,964.35
6/23/00	Book Mart Corp.(1)	23.00		
	Swann Galleries (1)	266.30	289.30	**18,253.65**
	* Less: $100 refund to Pearson plus $345 transfer to PRD			**-445.00**
				$17,808.65

RBML Exhibit Fund #4-70001-0290 - 1999-00

Date Deposited	Loan Fees Received From	Description	Amount
7/1/99	Bruce Museum of Arts & Science	Loan Fee, Western Mss 4 leaves	$294.20
7/1/99	Brigham Young University	Loan fee for 8 items	$ 1,620.56
7/9/99	Elizabeth Lorentz	Fee for deciphering, editing letters of Pare Lorentz to E. Lorentz	$ 940.00
7/9/99	Yale University	Loan fee for 3 items for exhibition	$ 225.00
		TOTAL	**$3,079.76**

Books & Manuscripts Requested from Clancy Storage - 1999-2000

Month	No. of Books	Manuscripts
July		11
Aug		5
Jan		30
Feb	2	2
Mar	2	9
April	2	
May	1	11
June		15
TOTAL	**7**	**83 boxes**

Gifts Received '99-'00

Kristeller Fund # 0-44502-4201 - $ 2,625.-

(Associates) Unrestricted Fund 0-64142 - 14,985.-

BAR Archive Support Gift. 0-42704. 350.-

Otto Rank (G. Stuckmann) 707.09

Lacher Fund (Mary Lacher Charitable Trust) 2500.-

99/2000 Accessions

Ms Gift 553.5 lin ft

Purchase 79.5 lin ft

Other (Transfer) 54 lin ft.

99/2000 Ms Processing

48 Lin ft

37,853 Items

PLEASE NOTE!!!

The above figures...

don't include

BAR

ask Tanya for figures if she did not already give to you Bess

2:30 - 3:30
3:30 - 4:30
4:30 - 5:

Accession Number: 99-00-46

Name of Collection: Adrian Parsegian Armenian Interview Tapes

Name of Source: Daron Bolat AEC

Date of Action: 19 June 2000

Name of staff member: PL

Action Taken by Staff member: Accessioned

Letter of Acknowledgement Sent: ?

Letter of Acknowledgement Singed By: ?

New or Addition?: New

Appraisal Requested? No

Description of Material: 3 boxes of original tapes, cds, and spread sheet information.
Contents: Original tapes (1 box)
CDs (use copies) of original tapes
Folders for each interview containing background and release form.
Access database listing interviewees on floppy disk.

Condition on Arrival: Many of the original tape boxes were mouldy.

Storage Location: 12/89W/Section 3

Inventory or List Received: Yes

Labelling on Material: Yes

Deed of Gift Received: ?

Restrictions on Material: No

Receipt to Donor: Yes

Donor's Name: Daron Bolat AEC

Donor's Address/Phone: ?

Value circle ESTIMATED APPRAISED: ?

Donors - Gifts in Kind -1999-2002
Rare Book and Manuscript Library

First Name	Last Name	Kind of Gift	Address	Tel. No.
Beatrice	Aron	Bakhmeteff Collection	375 South End Ave., Apt. 4G, New York, NY 10280	(212) 321-2381
Nicholas	Bancroft	Bakhmeteff Collection	3042 So. Atlantic Ave., #1401 Daytona Beach Shores, FL 32118	
Jacques	Barzun	Personal & Professional Papers	18 Wolfeton Way, San Antonio, TX 78218	
Vivian	Berger	Library of Rita & Jacob Berger	115 Central Park West, #12CW New York, NY	
Ann	Borchardt	Lit. Agency Papers	(H) 430 East 57 St., NY, NY 10022	(212) 753-5785
Alene	Bricken	Pride & Prejudice et al	450 6th Ave., Apt. 5E, NY, NY	(212) 777-2118
Antonia	Bryson	Ussachevsky Papers	321 West 78 St., #4B, NY, NY 10024	
Edward	Burger	Science & Technology Books	Institute of Health Policy Analysis 1150 18th St.,NW, Suite 275, Washington, DC 20036	
Christopher	Coover	Annual donation of misc. rare books and manuscripts	10 Mt. Vernon Rd., Montclair, NJ 07043	
Edward N.	Costikyn	Personal Papers	50 Sutton Place South, NY, NY 10022	
Thomas	Crane	Charles Crane Papers & Grant	40 Chestnut Street, Weston, MA 02493	
Katherine	Doyle	George Woodberry Papers	1564 Blvd., West Hartford, CT 06107	
George & Rochelle Owens	Economou	Modern Poetry Library	226 W. Rittenhouse Square, Apt. 1001 Philadelphia, PA 19103	(215) 732-9107
Barbara	Epstein	Murray Kempton Papers	The NY Review of Books, 1755 Broadway, 5th Floor, NY, NY 10019-3780	

Donors - Gifts in Kind -1999-2002
Rare Book and Manuscript Library

William P.	Forbath	Thomas Forbath Diaraies	Univ. of Texas at Austin, School of Law, 727 East 26 St., Austin, TX 78705-3299	
James	Fraser	Lydia Gibson Minor paintings	Florham-Madison Campus, Fairleigh Dickinson University, Madison, NJ 07940	
Barbara	Frenchi	Bakhmeteff Collection	16 Washington Avenue Port Jefferson Station, NY 11776	(631) 473-7582
Jonathan	Freund	Gerald Freund Papers	3400 Butler Ave., Los Angeles, California 90066-2101	
Ruth	Friendly	Fred Friendly Papers	4614 Fieldston Road, Riverdale, NY 10471	(718) 549-1750
William	Goldman	Personal Papers	50 East 77 St., Apt. PH, NY, NY 10021	
Arthur	Goldschmidt, Jr.		1173 Oneida St., State College, PA 16801	
Elaine S.	Hallett	Vera Blackwell Papers	116 East 91 St., Apt. 5, NY, NY 10128	
Shirley	Hazzard	Steegmuller Papers	200 East 66 St., Apt. C-1705 New York, NY 10021	
Phoebe	Jacobs	Louis Armstrong Foundation Papers	325 East 79 St., NY, NY 10021-0982	(212) 535-5317
Thomas	Kantor	Tostoi Letter	9 Spriteview Ave., Westport, CT 06880	
Elizabeth Clark	Lee	William Bronk letters & books	52 Woodleigh Rd., Delham, MA 02026	
Arthur	Levitt	Arthur Levitt Papers	43 Owenoke Park, Westport, CT 06880	
Greta	Loebl	Bakhmeteff Collection	170 West End Ave., #6N, NY, NY 10023	
Seymour	Melman	Personal Papers	601 West 113 St., Apt. 5B New York, NY 10025	

Donors - Gifts in Kind -1999-2002
Rare Book and Manuscript Library

Joan	Nixon	Bella Abzug Papers	690 Greenwich St., NY, NY 10014-2879	
John (Mrs.)	Oakes	John Oakes Papers	1120 Fifth Ave., NY, NY 10128	(212) 831-4542
Tim	Page	Dawn Powell papers; Leonard Altman papers	2141 P. St., NW, WDC, 20037	(202) 466-3167
Thomas	Pickering	Rare Books	1161 York Ave., Apt. 5E New York, NY 10021	
Emil J.	Polak	Medieval Manuscripts	405 East 56 St., #10A, NY, NY 10022	
Mark	Popovski	Bakhmeteff Collection	65 Hillside Ave., #5"H", NY, NY 10040	
Michael	Reynard	Reynard Collection	1301-20th St., #260 Santa Monica, California 90404	
Francis (Dr.)	Rigney	Frederick Hoffman Papers	1935 Franklin St., #607, San Francisco, CA 94109	
Charlotte	Salisbury	Personal Paper and Diaries; Harrison Salisbury Papers	315 East 68 St., Apt. 6P New York, NY 10021	
Hiro	Sato	Lindley William Hubbell Collection	The Vermeer, 12-E, 77 Seventh Ave., New York, NY 10011	
Frank	Steiner	Bakhmeteff Collection	105 Stephen West, Scotia, NY 12302	
Fritz	Stern	Fritz Stern & Catherine Stern Collections	15 Claremont Ave., # 23, NY, NY 10027	
Eduard (Baron)	von Fals-Fein	Bakhmeteff Collection	Furst Franz Joseph Str. 125 Villa Askania Nova 9490 Vaduz Leichenstein	
James	Weil	William Bronk printings	103 Van Etten Blvd., New Rochelle, NY 10804	
Betty	Zenkovsky	Bakhmeteff Collection	1224 S. Peninsula Drive, #507 Daytona Beach, Florida 32118	